

Georgia[®] Department of Community Affairs

Data Quality Clean Up: Q4: Destination

If you are showing an error in Q4 Destination, locate the clients in the Data Quality Detail Report and search for them in Dashboard. When you have located their account, click the blue button under enrollments and click Exit the Enrollment.

The screenshot shows the ClientTrack 15 web application interface. The user is logged in as "Captain America" (8/24/2005, 406315). The dashboard displays "Captain America's Information" and "Captain's Enrollments". A context menu is open over the enrollment table, showing options like "Re Enter the Enrollment", "Add Family Member", "View Case Members", "Missed Annual/Update Assessment", "Link Assessments", "Associated Assessments", "Exit the Enrollment" (highlighted in blue), "Review Entry Assessments", "Review Exit Assessments", and "Delete Enrollment".

Client Information:

Field	Value
Name	America, Captain
Birth Date	8/24/2005
Age	11
Gender	Male
Disabling Condition	Yes
Veteran	
Ethnicity	Hispanic/Latino
Race	American Indian or Alaska Native, Asian, Black or African American

Enrollment Table:

Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
My Training Org CoC - PSH	2	04/01/2016	05/18/2017	My Training Organization	05/18/2017	10658	10809

Context Menu Options:

- Re Enter the Enrollment
- Add Family Member
- View Case Members
- Missed Annual/Update Assessment
- Link Assessments
- Associated Assessments
- Exit the Enrollment**
- Review Entry Assessments
- Review Exit Assessments
- Delete Enrollment

On this screen you will see either Data Not Collected, Don't Know, Refused under Destination. Do not make something up to correct the error if this is a true answer. If it is, provide a reason for that answer.

The screenshot shows the 'Enrollment Exit' form in the ClientTrack 15 system. The user is logged in as 'Captain America' (8/24/2005, 406315). The form is titled 'Enrollment Exit' and includes a sub-header 'To exit the client from the Enrollment, enter the Exit Date and Destination.' The form fields are as follows:

- Exit Date: 05/18/2017
- Destination: Data not collected
- Exit Reason: Completed Program
- Case Manager Assignment: Michelle Milliken
- End Case Assignment: ☐

The left sidebar shows the 'HUD Program Exit' section with 'Exit Enrollment' selected. The bottom right corner features a graduation cap icon.

If it was a data entry error, correct to the appropriate destination.
Make sure your exit date remains the actual exit date. Click SAVE.

The screenshot shows the 'Enrollment Exit' form in the ClientTrack 15 system, corrected. The user is logged in as 'Captain America' (8/24/2005, 406315). The form is titled 'Enrollment Exit' and includes a sub-header 'To exit the client from the Enrollment, enter the Exit Date and Destination.' The form fields are as follows:

- Exit Date: 05/18/2017
- Destination: Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH)
- Exit Reason: Completed Program
- Case Manager Assignment: Michelle Milliken
- End Case Assignment: ☐

The left sidebar shows the 'HUD Program Exit' section with 'Exit Enrollment' selected. The bottom right corner features a graduation cap icon. A 'Save' button is visible at the bottom right of the form.

ClientTrack will take you into the Exit Assessment on the next screen. If you do not need to access this information, then click the X to close out the workflow.

The screenshot shows the 'HUD Program Exit' assessment form in the ClientTrack system. The form is titled 'HUD Program Exit' and includes a sidebar with 'Exit Enrollment' and 'Exit Assessments'. The main content area contains fields for 'Assessment Date' (05/18/2017), 'Age at Assessment' (11), 'Assessment Type' (Exit), 'Assessor' (GABOSTrain01), and 'Program' (My Training Org CoC - PSH). A 'Health Insurance' section follows, with a 'Covered by Health Insurance' dropdown set to 'No'. Below this is a table with columns for 'Type', 'Status', 'Reason No', and 'Other Coverage'. The table lists various insurance types: Private, Private - Employer, Private - Individual, Medicare, Medicaid, State Children's Health Insurance Program S-CHIP, Military Insurance, State Funded, Combined Children's Health Insurance / Medicaid Program, Indian Health Service (IHS), and Health insurance obtained through COBRA. Each row has a 'Status' dropdown set to 'No' and a 'Reason No' dropdown set to '-- SELECT --'. At the bottom right, there are 'Save' and 'No Changes' buttons.

Type	Status	Reason No	Other Coverage
Private	No	-- SELECT --	
Private - Employer	No	-- SELECT --	
Private - Individual	No	-- SELECT --	
Medicare	No	-- SELECT --	
Medicaid	No	-- SELECT --	
State Children's Health Insurance Program S-CHIP	No	-- SELECT --	
Military Insurance	No	-- SELECT --	
State Funded	No	-- SELECT --	
Combined Children's Health Insurance / Medicaid Program	No	-- SELECT --	
Indian Health Service (IHS)	No	-- SELECT --	
Health insurance obtained through COBRA	No	-- SELECT --	

Don't worry, it will save-click yes

This screenshot shows the same 'HUD Program Exit' assessment form as the previous one, but with a 'Cancel the Workflow' dialog box open in the center. The dialog box has a yellow warning icon and asks 'Are you sure you wish to cancel this workflow?'. It includes a message: 'Canceling the workflow will delete this instance of the workflow and cannot be undone, however canceling a workflow will not affect the data entered during the course of the workflow.' At the bottom of the dialog are 'Yes' and 'No' buttons. The background form is dimmed, showing the same assessment fields and table as before.

You can refresh your lurking Data Quality report now or...

Take an extra step and go back to check by going back to the Dashboard and clicking the blue button and clicking Exit Enrollment

The screenshot shows the 'ClientTrack 15' web application interface. The user is logged in as 'Captain America' (8/24/2005, 406315). The dashboard displays 'Captain America's Information' and 'Captain's Enrollments'. A dropdown menu is open over the enrollment table, showing options like 'Re Enter the Enrollment', 'Add Family Member', 'View Case Members', 'Missed Annual/Update Assessment', 'Link Assessments', 'Associated Assessments', 'Exit the Enrollment' (highlighted in blue), 'Review Entry Assessments', 'Review Exit Assessments', and 'Delete Enrollment'.

Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
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You will then see the corrected destination

The screenshot shows the 'Enrollment Exit' form in the 'ClientTrack 15' web application. The form is titled 'HUD Program Exit' and 'Enrollment Exit'. It contains fields for 'Exit Date' (05/18/2017), 'Destination' (Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH)), 'Exit Reason' (Completed Program), 'Case Manager Assignment' (Michelle Milliken), and 'End Case Assignment'. A 'Save' button is at the bottom right.